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SECURITY INFORMATION

Deputy Assistant Director for Operations

31 July 1953

Deputy Chief, Foreign Documents Division, OO

Agree for Administrative Position Requested in 1954 Budget

1. FDD's Administrative Staff has consisted of [] since the established Division T/O was [] Administrative procedures have been streamlined and all efforts which could possibly be eliminated have been dropped. In spite of this, the present staff has not been able to keep abreast of the workload without occasionally borrowing aid from other units of the Division and overtime of 303 hours in the past six months.

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2. With a T/O of [] the load will proportionately increase. In addition, the loss of Documents Control Branch imposes on Administration, the responsibility for receipt, routing and control of intelligence reports and loan material from the CIA Library. This was one of the responsibilities formerly handled by a GS-11 in BD.

3. The augmentation of FPS (CIA Library) by the State Department unit (FPS) will increase the responsibilities of Administration in the capacity of "Building Security," "Building Safety," and "Building Supply" as the largest unit (FDD is assigned those duties for all Agency occupants of the building).

4. The following duties are currently being performed by the Staff:

A. Administrative Officer GS-12
Responsible for providing the Division with Administrative support including personnel, travel, space, security, safety, budget, medical, supply, procurement and training services. The interviewing, testing of applicants and the indoctrination of new employees is charged to this officer.

B. Assistant Administrative Officer GS-11
Serves as Division Evaluation Officer, Training Liaison Officer (non language), supervision of FDD unclassified pool, and assists the Administrative Officer in his major duties.

C. Administrative Assistant GS-7
Supervises Administration and Message Center clerical personnel; prepares monthly personnel reports and statistics; maintains employee record cards; checks outgoing correspondence for accuracy and form; handles Division group hospitalization

3 Aug
From DAD/O to Spec. Asst.
to DD/I (Admin)
"1 to 2: You asked for
this. Of course arrangements
mentioned under Para. 3 have not
as yet been firmed up."

*28 Nov 53
Btly advised
that pending
15 Jan 54
Budget met
off no done*

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and performs related duties of clerical routine for the Administrative Staff.

D. Clerk GS-5

Maintains Division supplies, prepares orders for supplies, equipment and special items; maintains accountability records; responsible for equipment inventories, and handles miscellaneous services such as building and equipment repair.

E. Personnel Clerk GS-4

Maintains Division time and attendance records and reports; personnel information records, and types correspondence and personnel actions; and maintains administrative files.

F. Message Center Clerk GS-4

G. Clerk Courier, Chauffeur GS-4

5. The new position needed will require an Administrative Assistant GS-9 with the following responsibilities:

- A. Building Supply Officer (FDD and FPB)
- B. Building Safety Officer (FDD and FPB)
- C. Division Space Officer
- D. Building Security Officer (FDD and FPB)
- E. Budget Control - items 07 to 09
- F. Receipt routing and control of intelligence reports and loan items from CIA Library

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